

# 1 International Mail Services

## 110 General Information

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### 111 Scope

This manual sets forth the conditions and procedures for the preparation and treatment of mail sent from the United States to other countries and the treatment of mail received from other countries. Its counterpart in the domestic mail service is the *Mailing Standards of the United States Postal Service, Domestic Mail Manual* (DMM<sup>®</sup>). Cross-references to the DMM are provided wherever domestic conditions and procedures apply to the preparation or treatment of international mail.

### 112 Mailer Responsibility

Regardless of any statement contained in this manual or the statements of any employee of the United States Postal Service<sup>®</sup>, the burden rests with the mailer to ensure that he or she has complied with the prescribed laws and regulations governing domestic and international mail, both those of the United States and those of the destination country.

### 113 Individual Country Listings

Individual Country Listings (ICLs) provide information about conditions of mailing, postage rates, and special services for each country. ICLs are arranged alphabetically. Most subtitles are followed by a chapter citation in parentheses.

### 114 Availability

Customers may access this manual online at <http://pe.usps.gov>. A printed copy may be purchased from:

SUPERINTENDENT OF DOCUMENTS  
US GOVERNMENT PRINTING OFFICE  
941 N CAPITOL ST NE  
WASHINGTON DC 20402-9371

## 115 Official Correspondence

### 115.1 Correspondence With Headquarters

#### 115.11 Operations

Questions regarding the proper classification, postal rates and fees, preparation requirements, claims and inquiries, special services, mailability, or any other classification aspect of international mail should be directed to local Postal Service officials. Regulatory matters relating to international mail should be directed to the Pricing and Classification Service Center (PCSC) at the following address:

MANAGER PRICING AND CLASSIFICATION SERVICE CENTER  
US POSTAL SERVICE  
1250 BROADWAY 14TH FL  
NEW YORK NY 10095-9599

#### 115.12 Policy and Representation

Correspondence concerning the following should be addressed to:

DIRECTOR INTERNATIONAL POSTAL AFFAIRS  
US POSTAL SERVICE  
1735 N LYNN ST STE 6043  
ARLINGTON VA 22209-6111

- a. Policy matters relating to international mail and international postal affairs.
- b. Negotiation and interpretation of postal agreements.
- c. Communications of a nonroutine nature from foreign postal officials.
- d. Postal Service representation at international postal meetings.
- e. Postal Service representation at meetings with other federal departments and agencies relating to international postal affairs.
- f. Visits by foreign postal officials.

#### 115.13 Transportation and Distribution

Correspondence concerning the transportation of international civil and military mail by surface and air, including the following, should be addressed to:

MANAGER INTERNATIONAL NETWORK OPERATIONS  
US POSTAL SERVICE  
475 L'ENFANT PLZ SW  
WASHINGTON DC 20260-6801

- a. Containerization and plant loads.
- b. Conveyance rates.
- c. Designation of U.S. exchange offices.
- d. Documentation.
- e. Internal air conveyance, terminal, and transit charges.
- f. Mode of transport.

- g. Related forms and reports.
- h. Routing.
- i. Schedules and performance of U.S. and foreign flag carriers.
- j. Distribution procedures and schemes.

#### 115.14 **Investigations**

Correspondence relating to investigation of losses, depredations (robberies or riflings), and security of international mail should be addressed to:

CHIEF POSTAL INSPECTOR  
INSPECTION SERVICE  
US POSTAL SERVICE  
475 L'ENFANT PLZ SW  
WASHINGTON DC 20260-2100

#### 115.15 **International Money Orders**

Correspondence relating to international money orders, including operational procedures, accounting, cashing, and issuing, should be addressed to:

INTERNATIONAL MONEY ORDER SECTION  
ACCOUNTING SERVICE CENTER  
US POSTAL SERVICE  
PO BOX 14964  
ST LOUIS MO 63182-9421

#### 115.2 **Correspondence With Foreign Postal Authorities**

##### 115.21 **Correspondence Permitted**

Correspondence is permitted between foreign postal authorities and Postal Service inspectors-in-charge and the postmasters (listed in 931.2) acting under the instructions for processing inquiries described in 928.

U.S. exchange offices may correspond with their foreign counterparts only through bulletins of verification and exchanges of documentation.

##### 115.22 **Correspondence Not Permitted**

In all other cases, postmasters, area offices, and other field units of the Postal Service must *not* correspond directly with postal officials in other countries, but must refer inquiries from those officials to Headquarters for attention. (See 115.1 for referral points for particular subjects.)

#### 115.3 **Correspondence With Foreign Individuals**

##### 115.31 **Correspondence Permitted**

Postmasters, area offices, and other field units of the Postal Service may reply directly to inquiries and engage in other necessary correspondence with individuals and firms in other countries.

##### 115.32 **Customer's Address**

A customer's address may not be given out without the customer's consent.

## 120 Preparation for Mailing

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### 121 Packaging — Sender's Responsibility

It is the responsibility of the sender to prepare items and to address them clearly and correctly. In preparing items for mailing, the sender must (1) use strong envelopes or durable packaging material, and (2) consider the nature of the articles being mailed and the distance they must travel to reach the addressee. (See DMM 601 for detailed instructions.)

### 122 Addressing

#### 122.1 Destination Address

- a. At least the entire right half of the address side of the envelope, package, or card should be reserved for the destination address, postage, labels, and postal notations.
- b. Addresses must be printed in ink or typewritten. Pencil is unacceptable.
- c. The name and address of addressee must be written legibly with roman letters and arabic numbers, all placed lengthwise on one side of the item. For parcels, addresses should also be written on a separate slip enclosed in the parcel.
- d. Addresses in Russian, Greek, Arabic, Hebrew, Cyrillic, Japanese, or Chinese characters must bear an interline translation in English of the names of the post office and country of destination. If the English translation is not known, the foreign language words must be spelled in roman characters (print or script). See 293.91 and 284.1 for an *optional* addressing procedure that applies only to direct country sacks of International Surface Air Lift (ISAL) mail or International Priority Airmail (IPA), respectively.
- e. Mail may *not* be addressed to a person in one country "in care of" a person in another country.
- f. The name of the sender and/or addressee may *not* be in initials except where they are an adopted trade name.
- g. Mail may *not* be addressed to *Boxholder* or *Householder*.
- h. The following exceptional form of address, in French or a language known in the country of destination, may be used on printed matter: the addressee's name or *Occupant*.  
**Example:** MR THOMAS CLARK OR OCCUPANT
- i. The house number and street address or box number must be included when mail is addressed to towns or cities.
- j. The address of items sent to General Delivery (in French, *Poste Restante*) must indicate the name of the addressee. The use of initials; figures; simple, given names; or fictitious names is not permitted on articles addressed for general delivery.

- k. The last line of the address must show only the country name, written in full (no abbreviations) and in capital letters. For example:

MR THOMAS CLARK	MS C P APPLE
117 RUSSELL DRIVE	APARTADO 3068
LONDON WIP 6HQ	46807 PUERTO VALLARTA JALISCO
ENGLAND	MEXICO

**Exception:** To Canada, there must be two spaces between the province abbreviation and the postal code, as shown below between “ON” and “K1A 0B1”:

MS HELEN SAUNDERS  
1010 CLEAR STREET  
OTTAWA ON K1A 0B1  
CANADA

## 122.2 Return Address

Due to heightened security, many foreign postal administrations require complete sender and addressee information in roman letters and arabic numerals on postal items. The complete address of the sender, including ZIP Code and country of origin, should be shown in the upper left corner of the address side of the envelope, package, or card. Only one return address may be used. It must be located so that it does not affect either the clarity of the address of destination or the application of service labels and notations (postmarks, etc.). Unregistered items bearing a return address in another country are accepted only at the sender's risk. In the case of bulk mailings, the return address must be in the country of mailing. For the purpose of this section, a “bulk mailing” is 200 or more pieces mailed at the same time by the sender.

## 123 Customs Forms

### 123.1 General

Only two customs declaration forms are used, as required under 123.6, for international mail: PS Form 2976, *Customs Declaration CN 22 — Sender's Declaration* (green label); and PS Form 2976-A, *Customs Declaration and Dispatch Note — CP 72*. PS Form 2976-E, *Customs Declaration Envelope — CP 91*, is used as a carriage document for PS Form 2976-A.

**Note:** The current edition of all three forms is January 2004. Except as provided in [123.3](#), mailers must present at the time of mailing a fully completed Sender's Declaration (the Post Office copy of PS Form 2976), which specifies both the sender's name and address and the addressee's name and address.

### 123.2 Availability

Customs declaration forms are available without charge at Post Office™ facilities. Upon request, mailers may receive a reasonable supply for mail preparation. Customers may also order supplies of the customs forms from The Postal Store at <http://shop.usps.com>; search on the words “customs

forms.” Customs declaration forms are also available through an online customs form application at [www.usps.com/webtools](http://www.usps.com/webtools).

### 123.3 Privately Printed Forms

If authorized, mailers may privately print PS Forms 2976 and 2976-A. Privately printed forms must be identical in size, design, and color to the Postal Service™ forms, and each form must contain a unique Code U 128 barcode symbology that can be read by Postal Service equipment. Mailers may obtain form specifications from the following address:

BARCODE CERTIFICATION  
NATIONAL CUSTOMER SUPPORT CENTER  
UNITED STATES POSTAL SERVICE  
6060 PRIMACY PKWY STE 201  
MEMPHIS TN 38188-0001

Mailers can also obtain form specifications by calling the NCSC at 800-238-3150 — select option 5 for barcode certification — or online at <http://ribbs.usps.gov/files/IntCustomsForms>; click on *customstechguide.pdf*.

Upon receipt of the request, the NCSC will send mailers an application and specifications for preparing PS Forms 2976 and/or 2976-A. The application clearly explains the process necessary for authorization. When authorized by the NCSC, a mailer may omit printing the Post Office copy (copy 4) of PS Forms 2976 and/or 2976-A by submitting an authorized manifest listing of the items. The manifest must be typewritten, legibly handwritten, or computer-generated, and must contain the following information:

- a. The sender’s name and address.
- b. The sender’s print authorization number (i.e., barcode).
- c. The edition date of the privately printed form.
- d. The same certification statement that is printed on the Postal Service form.
- e. A list of the foreign recipients’ names and delivery addresses.
- f. The mailer’s signature and date.

### 123.4 Nonpostal Forms

Certain items must bear one or more of the forms required by the nonpostal export regulations described in [chapter 5](#).

### 123.5 Place of Mailing

Except as specified below, a mailer may *not* deposit a postal item that requires a completed customs declaration form into a street collection box or a Post Office lobby drop. Mailers must tender such items to a Postal Service employee at a Post Office facility or other location as designated by the postmaster. Otherwise, the Postal Service will return them to the sender for proper entry and acceptance.

**Exception:** The above restriction on the deposit of customs mail does not apply to Global Express Mail™ (EMS®) shipments paid through an Express Mail corporate account (EMCA). Mailers may deposit such items into a designated Express Mail® collection box or Post Office lobby drop.

123.6 **Required Usage**123.61 **Conditions**

Mailers must use PS Forms 2976 or 2976-A and 2976-E as shown in Exhibit 123.61.

Exhibit 123.61

**Customs Declaration Forms Usage**

Mail Category	Declared Value	Required Form	Comment
Global Express Guaranteed (documents and nondocuments)	All values	Mailing label (item 11FGG1)	
Global Express Mail (EMS)	All values	2976 or 2976-A unless otherwise specified	See Note 3 at the bottom of this exhibit and the Individual Country Listings.
Global Priority Mail (GPM) items, airmail letter-post items, and economy letter-post items that: Weigh less than 16 ounces and do not have potentially dutiable contents. Weigh 16 ounces or more, do not have potentially dutiable contents, and are entered by a known mailer.	N/A	None	A known mailer, as defined in <a href="#">123.62</a> , may be exempt from affixing customs forms to nondutiable mailpieces that weigh 16 ounces or more.
Global Priority Mail (GPM) items, airmail letter-post items, and economy letter-post items that: Weigh less than 16 ounces and have potentially dutiable contents. Weigh 16 ounces or more, regardless of their contents.	Under \$400  \$400 and over	2976 *  2976-A *	
Free matter for the blind — economy	Under \$400 \$400 and over	2976 * 2976-A *	
Parcel post — airmail or economy	Regardless of value	2976-A with 2976-E	Do not use PS Form 2976 (green label) on parcel post packages.
M-bag — airmail or economy (Note: An M-bag requires a customs form when it contains potentially dutiable printed matter, admissible merchandise items as defined in <a href="#">261.22</a> or some combination thereof.)	Under \$400  \$400 and over	2976 *  2976-A *	

\* *Placement of forms: Use PS 2976 (green label) for letter-post items under \$400 in value and affix it to the outside of the package. If the value of the contents is \$400 or more, affix the upper portion of PS Form 2976 (green label) (cut on dotted line and discard the lower portion) to the outside of the package, complete a separate PS Form 2976-A, and enclose the form set inside the package.*

**Notes:**

1. See [233.3](#) for the customs form requirements that specifically pertain to Global Priority Mail (GPM) items.
2. Bulk business products, including International Surface Air Lift (ISAL) and International Priority Airmail (IPA), require customs forms based on package contents and weight as specified above and as required by the country of destination.
3. Global Express Mail (EMS) shipments that contain nondutiable correspondence, documents, or commercial papers are subject to the following customs form requirements:
  - a. When an EMS shipment weighs less than 16 ounces, the determination as to whether or not to affix PS Form 2976 is dependent upon the conditions of the destination country. Some countries require that a customs form be affixed to EMS shipments regardless of the weight or contents. Other countries require that a "BUSINESS PAPERS" endorsement be applied to the package. See the Individual Country Listings for each country's specification.
  - b. When the EMS shipment weighs 16 ounces or more, PS Form 2976 or PS Form 2976-A is required.

**123.62 Known Mailers**

A “known mailer” is defined as:

- a. A business customer who tenders volume mailings through a business mail entry unit (BMEU) or other bulk mail acceptance location, completes a postage statement at the time of entry, pays postage through an advance deposit account, and uses a permit imprint as an indication of postage payment. International Surface Air Lift (ISAL) and International Priority Airmail (IPA) customers are considered to be “known mailers” for this purpose.
- b. A federal, state, or local government agency whose mail is regarded as Official Mail.
- c. A contractor who sends out prepaid mail on behalf of a military service, provided the mail is endorsed “Contents for Official Use — Exempt from Customs Requirements.”

**Note:** “Known mailers” are exempt from the customs form requirement that would otherwise apply to mailpieces weighing 16 ounces or more provided that the following conditions of entry are met:

- a. The mailpieces contain no merchandise items or other contents that are potentially dutiable.
- b. The mailer pays postage through an advance deposit account and accounts for the postage on the required postage statement.

**Exception:** Mailpieces that are paid for by postage meter do *not* qualify for the “known mailer” exemption. The exemption applies only to International Surface Air Lift (ISAL) and International Priority Airmail (IPA) mailpieces that are paid with a combination post method (meter postage affixed to the piece and additional postage by permit imprint). Such mailpieces must bear the ISAL/IPA service endorsements prescribed in [292.222](#) and [293.92](#), respectively.

- c. The mailer certifies on the postage statement that the mailpieces contain no dangerous materials that are prohibited by postal regulations.
- d. The import regulations of the destination country allow individual mailpieces without a customs form affixed.

**123.63 Additional Security Controls**

When the chief postal inspector determines that a unique, credible threat exists, the Postal Service may require a mailer to provide photo identification at the time of mailing. The signature on the identification must match the signature on the customs declaration form.



## 123.7 Completing Customs Forms

### 123.71 PS Form 2976, Customs Declaration CN 22 — Sender's Declaration (green label)

#### 123.711 Sender's Preparation of PS Form 2976

A sender must complete PS Form 2976, *Customs Declaration CN 22 — Sender's Declaration* (green label). See [Exhibit 123.711](#) for a copy of PS Form 2976.

- a. Check the appropriate box to indicate whether the package contains a gift, documents, commercial samples, or other items.
- b. In block (1), provide a detailed description, in English, of each article and the quantity for each article. General descriptions such as "food," "medicine," "gifts," or "clothing" are not acceptable. In addition to the English text, a translation in another language is permitted.
- c. In block (2), give the weight of each article in pounds and ounces, if known.
- d. In block (3), declare the value of each article in U.S. dollars.

**Note:** The sender may declare that the contents have no value. However, declaring that the contents have no value does not exempt an item from customs examination or charges in the destination country.

- e. In blocks (4) and (5) — which are only for commercial items (i.e., any goods exported/imported in the course of a business transaction, whether or not they are sold for money or exchanged) — enter, if known, the HS tariff number (6 digits), which must be based on the Harmonized Commodity Description and Coding System developed by the World Customs Organization, and the country of origin, which is the country where the goods originated (i.e., where they were produced, manufactured, or assembled).
- f. In block (6), give the total weight of the item, if known.
- g. In block (7), give the total value of the item in U.S. dollars.
- h. In block (8), sign and date in the blocks indicated on the left side and the right side of the form. The sender's signature certifies that all entries are correct and that the item contains no dangerous article prohibited by postal or customs regulations
- i. Enter the sender's full name and address and the addressee's full name and address in the blocks indicated.
- j. Affix the form to the address side of the item and present the item for mailing.

**PS Form 2976, Customs Declaration CN 22 — Sender's Declaration (green label)**

Bar Code Spacing	OCR Readable Text									
<div style="display: flex; justify-content: space-between;"> <div> <b>United States Postal Service</b>  <b>Customs Declaration</b>            May be opened officially         </div> <div> <b>CN 22</b>            See Instructions on Reverse            Do not duplicate without USPS approval.         </div> </div> <div style="margin-top: 10px;">           Cut <input type="checkbox"/> Gift <input type="checkbox"/> Commercial sample <input type="checkbox"/> Documents <input type="checkbox"/> Other         </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 60%;">Quantity and detailed description of contents (1)</th> <th style="width: 20%;">Weight (2) lb. oz.</th> <th style="width: 20%;">Value (3) (US \$)</th> </tr> </thead> <tbody> <tr> <td style="height: 40px;"></td> <td></td> <td></td> </tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr> <td style="width: 60%; padding: 5px;"> <b>For commercial items only</b>            If known, HS tariff number (4) and country of origin of goods (5)         </td> <td style="width: 20%; padding: 5px;">Total Weight (6)</td> <td style="width: 20%; padding: 5px;">Total Value (7) (US \$)</td> </tr> </table> <p style="font-size: small; margin-top: 10px;">I, the undersigned, whose name and address are given on the item, certify that the particulars given in this declaration are correct and that this item does not contain any dangerous article or articles prohibited by legislation or by postal or customs regulations.</p> <p style="font-size: small;">Date and sender's signature (8)</p>	Quantity and detailed description of contents (1)	Weight (2) lb. oz.	Value (3) (US \$)				<b>For commercial items only</b> If known, HS tariff number (4) and country of origin of goods (5)	Total Weight (6)	Total Value (7) (US \$)	<b>Customs Declaration CN 22 — Sender's Declaration</b> I, the undersigned, whose name and address are given on the item, certify that the particulars given in this declaration are correct and that this item does not contain any dangerous article or articles prohibited by legislation or by postal or customs regulations. This copy will be retained at the post office for 30 days.
Quantity and detailed description of contents (1)	Weight (2) lb. oz.	Value (3) (US \$)								
<b>For commercial items only</b> If known, HS tariff number (4) and country of origin of goods (5)	Total Weight (6)	Total Value (7) (US \$)								
<div style="border-top: 1px solid black; margin-top: 10px;"> <b>Sender's Name &amp; Address</b> </div> <div style="border-top: 1px solid black; margin-top: 20px;"> <b>Addressee's Name &amp; Address</b> </div>										
<div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div>           PS Form <b>2976</b>, January 2004         </div> <div>           Detached from PS Form <b>2976</b>, January 2004         </div> <div> <b>Post Office Copy</b> </div> </div>										

<b>Instructions</b>		<b>CN 22</b>
<p>If you do not wish to list the contents on the wrapper or in any case if the value of the contents is \$400 or over, affix only the upper portion of this label (cut on dotted line and discard lower portion) and complete a PS Form 2976-A, <i>Customs Declaration and Dispatch Note</i>. Enclose the completed PS Form 2976-A inside the item. You <b>must</b> give the sender's full name and address on the item.</p> <p>Commercial item means any goods exported/imported in the course of a business transaction, whether or not they are sold for money or exchanged.</p> <p>(1) Give a detailed description, in English, quantity and unit of measurement for each article — e.g., 2 men's cotton shirts, especially for articles subject to quarantine (plant, animal, food products, etc.).</p> <p>(2), (3), (6), and (7) Give the weight (in lb./oz.) and value of each article (in US \$) and the total weight and value of the item.</p> <p>(4), and (5) For commercial items only. If known, HS tariff number (6-digit) must be based on the Harmonized Commodity Description and Coding System developed by the World Customs Organization. Country of Origin means the country where the goods originated — e.g., were produced, manufactured, or assembled. It is recommended you supply this information and attach an invoice to the outside to accelerate Customs clearance in processing the items.</p> <p>(8) Your signature and the date confirm your liability for the item.</p>		
Detached from PS Form <b>2976</b> , January 2004 (Reverse)		Do not duplicate without USPS approval

The Postal Service acceptance employee must do the following when accepting PS Form 2976 from the sender:

- a. Instruct the sender how to complete, legibly and accurately, PS Form 2976, as required. The sender's failure to complete the form properly

can delay delivery of the item or inconvenience the sender and addressee. Moreover, a false, misleading, or incomplete declaration can result in the seizure or return of the item and/or in criminal or civil penalties. The Postal Service assumes no responsibility for the accuracy of information that the sender enters on PS Form 2976.

- b. Verify that the sender has entered the information on the form, and has signed and dated the form in the spaces provided on the left side and the right side of the form. The sender's address on the mailpiece must match the sender's address on PS Form 2976.
- c. Enter the total weight of the package on the form, if the sender has not already done so.
- d. Round stamp the right side of the form (the Post Office copy) and tell the sender that the Postal Service will retain this document for 30 days as a record of mailing.

**Note:** To comply with international mail aviation security procedures, the Postal Service employee must endorse any item weighing 16 ounces or more that is not accepted by an authorized employee, or that is subject to uncertain acceptance conditions (e.g., if received through a collection box or left on an unattended dock), with a "customer notification DDD-2" sticker and "surface only" and return the item to the sender by surface transportation. Consult the most recent international aviation security procedures for comprehensive acceptance procedures.

## 123.72 **PS Form 2976-A, Customs Declaration and Dispatch Note — CP 72**

### 123.721 **Sender's Preparation of PS Form 2976-A**

A sender must complete PS Form 2976-A, *Customs Declaration and Dispatch Note — CP 72*. See [Exhibit 123.721](#) for a copy of PS Form 2976-A. (The exhibit shows only copy 1 and copy 3, along with the instructions — copies 2, 4, and 5 are the same as copy 1.)

- a. Enter the sender's full name and address and the addressee's full name and address in the blocks indicated.
- b. Enter information for customs reference, importer's reference, and telephone/fax/email, if known.
- c. In block (1), provide a detailed description, in English, of each article. General descriptions such as "food," "medicine," "gifts," or "clothing" are not acceptable. In addition to the English text, a translation in another language is permitted. If there is insufficient space on the form to list all contents, use a second form (and subsequent forms, if necessary) to continue listing the contents and indicate on the first form that the contents are continued on a subsequent form(s). Place the form(s) into PS Form 2976-E (plastic envelope).
- d. In block (2), enter the quantity of each article.
- e. In block (3), enter the net weight of each article in pounds and ounces, if known.
- f. To the left of block (4), check the appropriate box for type of service.

- g. In block (4), enter the total weight of the package in pounds and ounces, if known.
- h. In blocks (5) and (6), enter the value for each article and the total in U.S. dollars.

**Note:** The sender may declare that the contents have no value. However, declaring that the contents have no value does not exempt an item from customs examination or charges in the destination country.
- i. In blocks (7) and (8) — which are only for commercial items (i.e., any goods exported/imported in the course of a business transaction whether or not they are sold for money or exchanged) — enter, if known, the HS tariff number (6 digits), which must be based on the Harmonized Commodity Description and Coding System developed by the World Customs Organization, and the country of origin, which is the country where the goods originated (i.e., where they were produced, manufactured, or assembled).
- j. In block (10), check the appropriate box to indicate whether the package contains a gift, documents, commercial samples, or other items.
- k. In block (11), provide details if the contents are subject to quarantine (plant, food products, etc.) or other restrictions.
- l. In blocks (12), (13), and (14), if the item is accompanied by a license, a certificate, or an invoice, enter the number.
- m. In block (15), sign and date the form. The sender's signature certifies that all entries are correct and that the item contains no dangerous article prohibited by postal or customs regulations.
- n. In block (16), provide disposal instructions in the event that a package cannot be delivered. Check the appropriate box to indicate whether the parcel is to be returned, treated as abandoned, or forwarded to an alternate address. Undeliverable parcels returned to the sender are, upon delivery, subject to collection of return postage and any other charges assessed by the foreign postal authorities. If unwilling to pay return postage, check the box "Treat as Abandoned."
- o. Affix PS Form 2976-A according to the class of mail, as follows:
  - (1) For parcel post, first allow the Postal Service employee to complete PS Form 2976-A as described in [123.722](#) and then place the form set inside PS Form 2976-E (plastic envelope) and affix it to the outside of the package.
  - (2) For a letter-post item valued at \$400 or more, or if you do not want to list the contents on the outside wrapper of a letter-post item, affix the upper portion of PS Form 2976 (green label) (cut on dotted line and discard the lower portion) to the address side of the package, complete PS Form 2976-A, and enclose the form set inside the package.
- p. Present the item for mailing.

## Exhibit 123.721

**PS Form 2976-A, Customs Declaration and Dispatch Note — CP 72**  
(Copies 1 and 3 and instructions only)

BARCODE				United States Postal Service			
				Customs Declaration and Dispatch Note — CP 72			
				<i>The item/parcel may be opened officially. Please print and press hard. You are making multiple copies.</i>			
<b>From</b>	Sender's Name			Sender's Customs Insured Number			
	Business			Reference (if any)			
	Street			Insured Amount (US \$)		SDR Value	
	City State ZIP Code®						
<b>To</b>	Country			Importer's Reference - Optional (if any)			
	Addressee's Name			(Tax code/VAT no./Importer code)			
	Business			Importer's Telephone/Fax/Email (if known)			
	Street						
Postcode			City				
Country							
Detailed Description of Contents (1)			Qty. (2)	Net Weight (3)		Value (US \$) (5)	For Commercial Senders Only
				lb.	oz.		HS tariff number (7) Country of origin of goods (8)
Check One <input type="checkbox"/> Airmail/Priority <input type="checkbox"/> Surface/Nonpriority			Total Gross Wt. (4)		Total Value (6)	Postage and Fees (9)	
Check One (10) <input type="checkbox"/> Gift <input type="checkbox"/> Commercial sample <input type="checkbox"/> Other					Sender's Instructions in Case of Nondelivery Mailing Office Date Stamp		
<input type="checkbox"/> Documents <input type="checkbox"/> Returned goods Explanation:					(16)		
Comments (11) (e.g., goods subject to quarantine, sanitary/phytosanitary inspection, or other restrictions)					<input type="checkbox"/> Treat as Abandoned		
License Number(s) (12)			Certificate Number(s) (13)	Invoice Number (14)		<input type="checkbox"/> Return to Sender -	
I certify that the particulars given in this customs declaration are correct and that this item does not contain any dangerous article prohibited by legislation or by postal or customs regulations.			Date and sender's signature (15)		NOTE: Item subject to return charges at sender's expense.		
					<input type="checkbox"/> Redirect to Address Below.		
PS Form 2976-A, January 2004				Do not duplicate this form without USPS approval.			1 - Customs Declaration

BARCODE				United States Postal Service			
				Customs Declaration and Dispatch Note — CP 72			
				<i>The item/parcel may be opened officially. Please print and press hard. You are making multiple copies.</i>			
<b>From</b>	Sender's Name			Sender's Customs Insured Number			
	Business			Reference (if any)			
	Street			Insured Amount (US \$)		SDR Value	
	City State ZIP Code®						
<b>To</b>	Country			Importer's Reference - Optional (if any)			
	Addressee's Name			(Tax code/VAT no./Importer code)			
	Business			Importer's Telephone/Fax/Email (if known)			
	Street						
Postcode			City				
Country							
Office of Exchange			Customs Stamp		Please affix labels here when required		
			Customs Duty				
Check One <input type="checkbox"/> Airmail/Priority <input type="checkbox"/> Surface/Nonpriority			Total Gross Wt. (4)		Total Value (6)	Postage and Fees (9)	
Check One (10) <input type="checkbox"/> Gift <input type="checkbox"/> Commercial sample <input type="checkbox"/> Other					Sender's Instructions in Case of Nondelivery Mailing Office Date Stamp		
<input type="checkbox"/> Documents <input type="checkbox"/> Returned goods Explanation:					(16)		
Comments (11) (e.g., goods subject to quarantine, sanitary/phytosanitary inspection, or other restrictions)					<input type="checkbox"/> Treat as Abandoned		
Declaration by ADDRESSEE			Date and addressee's signature		<input type="checkbox"/> Return to Sender -		
I have received the parcel described on this note					NOTE: Item subject to return charges at sender's expense.		
I certify that the particulars given in this customs declaration are correct and that this item does not contain any dangerous article prohibited by legislation or by postal or customs regulations.			Date and sender's signature (15)		<input type="checkbox"/> Redirect to Address Below.		
PS Form 2976-A, January 2004				Do not duplicate this form without USPS approval.			3 - Dispatch Note

## Exhibit 123.721 (continued)

**PS Form 2976-A, Customs Declaration and Dispatch Note — CP 72  
(Copies 1 and 3 and instructions only)**

Instructions	Before completing this form, please read the following instructions carefully. NOTE: Your goods may be subject to restrictions.
<p>Complete this form in English. You may add a translation of the contents in a language accepted in the destination country.</p> <p>Complete in ink and press firmly so all information transfers to all copies.</p> <p>Complete the declaration fully and legibly; otherwise, delay and inconvenience may result for the addressee. A false or misleading declaration may lead to a fine or to seizure of the item.</p> <p>Your goods may be subject to restrictions. It is your responsibility to inquire into import and export regulations, restrictions such as quarantine, pharmaceutical restrictions, etc., and to find out what documents, if any (commercial invoices, certificate of origin, health certificate, license, authorization for goods subject to quarantine such as plant, animal, or food products, etc.), are required in the destination country.</p> <p>Commercial item means any goods exported/imported in the course of a business transaction, whether or not they are sold for money or exchanged.</p>	
1.	Enter a detailed description of each article — e.g., "men's cotton shirts." General descriptions — e.g., "samples, food products" — are not permitted.
2.	Enter the quantity of each article and the unit of measurement used.
3. & 4.	Enter the net weight of each article in pounds and ounces. Enter the total weight of the package in pounds and ounces, including packaging, which corresponds to the weight used to calculate the postage.
5. & 6.	Enter the value for each article and the total in US dollars.
7. & 8.	<b>For commercial senders only:</b> If known, enter the 6-digit HS tariff number, which must be based on the Harmonized Commodity Description and Coding System developed by the World Customs Organization. "Country of Origin" means the country where the goods originated — e.g., were produced/manufactured or assembled. Senders of commercial items are advised to supply this information as it will assist Customs in processing the items.
9.	Postal clerk - enter the amount of postage and fees.
10.	Check the box specifying the category of the item.
11.	Provide details if the contents are subject to quarantine (plant, animal, food products, etc.) or other restrictions.
12, 13, & 14.	If your item is accompanied by a license or a certificate, enter the number. You should enclose an invoice for all commercial items.
15.	Your signature and date confirm your liability for the item being mailed.
16.	Check box specifying instruction in case of nondelivery. Items returned to sender are subject to return charges at sender's expense.
NOTE:	Copy 4 of this form is filed at the Post Office for 30 days from the date of mailing.
<p>Insert the completed form into PS Form 2976-E, <i>Customs Declaration and Dispatch Note Envelope</i>. Enclose any commercial documents into the envelope. Do not fold form set or wrap around the package. The entire barcode and all information must be visible. Remove the backing sheet and affix the envelope to the package on the address side.</p>	
PS Form 2976-A, January 2004	Do not duplicate this form without USPS approval.
	Sender's Copy (Reverse)

**123.722 Postal Service Employee's Acceptance of PS Form 2976-A**

The Postal Service acceptance employee must do the following when accepting PS Form 2976-A from the sender:

- a. Instruct the sender how to complete, legibly and accurately, PS Form 2976-A, as required. The sender's failure to complete the form properly can delay delivery of the item or inconvenience the sender and addressee. Moreover, a false, misleading, or incomplete declaration can result in the seizure or return of the item and/or in criminal or civil penalties. The Postal Service assumes no responsibility for the accuracy of information that the sender enters on PS Form 2976-A.
- b. Verify that the sender has entered the information on the form and has signed and dated the declaration. The sender's address on the mailpiece must match the sender's address on PS Form 2976-A.
- c. If the sender wishes to insure the contents, complete an insurance receipt and affix the insured numbered label to the package. Enter on PS Form 2976-A the insured number and the insured amount in U.S. dollars and SDR value. (See [Exhibit 324.22](#) for conversion to SDRs.)
- d. Weigh the parcel and enter in block (4) the gross weight, and enter in block (9) the amount of the applicable postage and fees.
- e. Round stamp the form in the appropriate place on *each* copy (copies 1–5).

- f. Remove the Post Office copy and tell the mailer that the Postal Service will retain this document for 30 days as a record of mailing. Remove the Mailer copy and give it to the mailer.
- g. Round stamp any uncanceled stamps, and if postage is paid by meter, round stamp the front of the piece near the meter postage.

**Note:** To comply with international mail aviation security procedures, the Postal Service employee must endorse any item weighing 16 ounces or more that is not accepted by an authorized employee, or that is subject to uncertain acceptance conditions (e.g., if received through a collection box or left on an unattended dock), with a “customer notification DDD-2” sticker and “surface only” and return the item to the sender by surface transportation. Consult the most recent international aviation security procedures for comprehensive acceptance procedures.

#### 123.73 **PS Form 2976-E, Customs Declaration Envelope — CP 91**

PS Form 2976-E is a transparent plastic envelope designed to carry and protect the PS Form 2976-A form set. After completing the forms, the sender inserts the PS Form 2976-A form set into the envelope of PS Form 2976-E, removes the backing sheet, and affixes it to the package on the address side.

## 130 Mailability

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### 131 **General**

#### 131.1 **Domestic Limits**

All articles that are nonmailable in domestic mail are nonmailable in international mail. See DMM 601 and Publication 52, *Hazardous, Restricted, and Perishable Mail*.

#### 131.2 **International Limits**

Many articles that are mailable in domestic mail are nonmailable in international mail. See section 630 of Publication 52 and “Prohibitions and Restrictions” in the Individual Country Listings.

#### 131.3 **Individual Country Prohibitions and Restrictions**

##### 131.31 **Information Available**

Information on articles that are prohibited or restricted to individual countries appears under “Prohibitions and Restrictions” in the Individual Country Listings. These prohibitions and restrictions are based on information furnished by the countries concerned. Customers should inquire at the Post Office facility about specific prohibitions or restrictions.

##### 131.32 **Prohibited and Restricted Articles**

Articles that are prohibited by the destination country are nonmailable. For mail known to contain articles restricted by the destination country, the sender



must be informed of the restrictions and advised that the articles are subject to the import requirements of that country.

#### 131.33 **Return or Seizure of Mail**

A country may return or seize mail containing articles prohibited or restricted within that country, whether or not notice of such prohibition or restriction has been provided to or published by the Postal Service.

#### 131.34 **Foreign Customs Information**

The Postal Service does not maintain or provide information concerning the assessment of customs duty in other countries. Postal Service employees must not attempt to inform customers whether articles (gifts or commercial shipments) will be subject to customs duty. Postal Service employees may suggest to customers, however, that they inform the addressees in advance of the articles they intend to mail. Addressees can then obtain information from their local customs authorities. No provision is made for prepayment of customs duty on mail addressed for delivery in foreign countries.

If duties or taxes are assessed, most countries will collect from the recipient a customs clearance and delivery fee, in addition to the duties and taxes. This fee is authorized by international postal agreements to reimburse the delivery service for the costs it incurs in clearing the items through customs and collecting duties at the time of delivery. The duties, taxes, and fee, if applicable, are not included in the postage paid by the mailer.

#### 131.4 **Mailer Responsibility**

Regardless of any statement in this manual or the statement of any employee of the United States Postal Service, the burden rests with the mailer to ensure compliance with domestic, international, and individual country rules and regulations for mailability.

#### 131.5 **Preparation for Mailing**

##### 131.51 **General Packaging Requirements**

Parcels of articles or goods must meet the requirements of DMM 601. The size and weight limits for each of several grades of fiberboard boxes are as specified for difficult loads in DMM 601. Reinforce boxes in each of two directions around the package.

##### 131.52 **Special Packaging Requirements**

Each mailer must meet the following special packaging requirements when mailing any of the following articles (see DMM 601):

- a. Fragile articles, such as glass, must be cushioned as required to dissipate shock and pressure forces over as much of the surface of the item as possible.
- b. Liquids must be packaged as required.
- c. Package fatty substances that do not easily liquefy, such as ointments, soft soap, resins, etc., as well as silkworm eggs, in an interior container



(box, cloth, or plastic bag) and place them in an outer shipping container of minimum 275-grade test strength.

- d. Enclose dry, powdered dyes, such as aniline, in sift-proof, sturdy tin or plastic boxes in an outer sift-proof shipping container. This container must have a minimum 275-grade test strength fiberboard or equivalent.

## 132 Written, Printed, and Graphic Matter

### 132.1 Domestic Limits

All written, printed, and graphic matter that is described as nonmailable in DMM 601 is nonmailable internationally. This matter includes but is not limited to:

- a. Advertisements for abortion.
- b. Advertisements for motor vehicle master keys.
- c. Copyright violations.
- d. Fictitious matter.
- e. Lottery matter.
- f. Matter inciting violence.
- g. Solicitations in the guise of bills or statements of account.
- h. Solicitations or inducements for mailing harmful matter, radioactive materials, controlled substances, or intoxicating liquors.

**Note:** Immoral or obscene articles and advertisements for them are nonmailable.

### 132.2 Reply Cards and Envelopes

Mailpieces that are sent to foreign addressees may *not* contain prepaid reply cards or envelopes that bear a U.S. postage stamp, meter stamp, meter impression, or a domestic business reply indicia. See 373 for regulations governing mailer use of International Business Reply Service (IBRS).

**Exception:** The prohibition against enclosing U.S. domestic business reply cards or envelopes does *not* apply when they are bound into, are stapled to, or form an integral part of the printed page of mailpieces that are paid for at publishers' periodical rates. Such enclosures may be admitted so long as they are not used as response vehicles by foreign recipients and the postal administrations of the destination countries do not object to their presence in U.S. origin publications.

## 133 Improperly Addressed Mail

The following items are nonmailable in international mail:

- a. Unaddressed items.
- b. Items whose ultimate destination cannot be determined due to insufficient, illegible, or incorrect addressing.
- c. Items bearing multiple addresses to the same or different countries.

## 134 Valuable Articles

### 134.1 List of Articles

The following valuable articles may be sent only in registered letter-post mailpieces or insured parcels and are not mailable in Global Express Mail (EMS) shipments (see 221.2).

- a. Coins, banknotes, and currency notes (paper money).
- b. Instruments payable to bearer. (The term “instruments payable to bearer” includes checks, drafts, or securities that can be legally cashed or easily negotiated by anyone who may come into possession of them. A check or draft payable to a specific payee is not regarded as payable to bearer unless the payee has endorsed it. If not endorsed, or if endorsed in favor of another specific payee, it is not regarded as payable to bearer.)
- c. Traveler’s checks.
- d. Manufactured and unmanufactured platinum, gold, and silver.
- e. Precious stones, jewels, jewelry, and other valuable articles.

**Note:** The term “jewelry” is generally understood to denote articles of more than nominal value. Inexpensive jewelry, such as tie clasps and costume jewelry, containing little or no precious metal, is not considered to be jewelry within the meaning of this section and is accepted under the same conditions as other mailable merchandise to any country. Inexpensive jewelry is accepted to countries that prohibit jewelry, but only at the sender’s risk.

### 134.2 Prohibitions

Individual countries prohibit or restrict some or all of the valuable items listed above. See the “Prohibitions and Restrictions” section in the Individual Country Listings.

## 135 Mailable Dangerous Goods

### 135.1 Biological Substances

#### 135.11 General Conditions

Infectious and noninfectious biological substances are acceptable in the international mail subject to the provisions of DMM 601 and under the additional conditions specified in subsections below.

#### 135.12 Type of Mail

Such substances may be sent *only* in registered airmail letter-post mailpieces.

**135.13 Senders and Receivers**

Such substances may be sent *only* by authorized laboratories to their foreign counterparts in those countries that have indicated a willingness to accept them.

**Note:** Countries distinguish between infectious and noninfectious biological substances and may prohibit one or the other or both. See “Prohibitions” in the Individual Country Listings.

**135.2 Authorization****135.21 Authorized Institutions**

Biological substances can be sent to or received by *only* the following types of institutions:

- a. Laboratories of local, state, and federal government agencies.
- b. Laboratories of federally licensed manufacturers of biological products derived from bacteria and viruses.
- c. Laboratories affiliated with or operated by hospitals, universities, research facilities, and other teaching institutions.
- d. Private laboratories licensed, certified, recognized, or approved by a public authority.

**135.22 Request for Authorization**

Qualifying institutions wishing to mail letter packages containing biological substances must submit a written request on its organizational letterhead to the following address:

MANAGER MAILING STANDARDS  
PRICING AND CLASSIFICATION  
US POSTAL SERVICE  
475 L'ENFANT PLZ SW RM 3436  
WASHINGTON DC 20260-3436

In its letter of application, the institution must indicate the nature of its work, the identity and qualifications of the prospective recipient, and the number of packages to be mailed. On approval of the application, the requisite number of biological substance mailing labels will be furnished by the Postal Service.

**135.3 Packaging****135.31 Infectious Biological Substances**

Infectious biological substances are limited to 50 milliliters (ml) per outside package and must be packaged in accordance with DMM 601 and as follows:

- a. The second watertight container must also be surrounded by sufficient absorbent material to absorb the entire contents in case of leakage.
- b. Screw cap closures must be reinforced with pressure-sensitive tape.
- c. Infectious substances shipped in a refrigerated or frozen state must *not* be sent in an inner container with a metal screw cap. A heat-sealed

skirted stopper or metal crimp seal must be used to prevent the contents from leaking.

- d. When wet ice is used as a preservative, the following procedures must be followed:
- (1) The ice must be placed between the second container and the outer packaging.
  - (2) The outer packaging should be designed with interior supports to prevent it from collapsing after the ice melts.
  - (3) The entire package must be leak-proof.

#### 135.32 **Noninfectious Biological Substances**

Noninfectious biological substances are limited to 1,000 ml per interior primary container and 4,000 ml per outer shipping container and must be packaged in accordance with DMM 601.

**Note:** Dry ice (carbon dioxide solid) is *not* acceptable in international mail.

#### 135.4 **Marking**

##### 135.41 **Infectious Biological Substances**

Letter-post items that contain infectious biological substances should be identified by a black and white diamond-shaped label with the division number 6.2 in the bottom, in addition to the Etiologic Agents/Biohazard Material label. The top half of the label must bear the designated symbol for infectious substances, while the bottom half must contain the following warning:

“INFECTIOUS SUBSTANCE. IN CASE OF DAMAGE OR LEAKAGE  
IMMEDIATELY NOTIFY THE PUBLIC HEALTH AUTHORITY.”

##### 135.42 **Noninfectious Biological Substances**

Letter-post items that contain noninfectious biological substances must be identified by a violet-colored label bearing the prescribed symbol and French wording for perishable biological materials: “MATIERES BIOLOGIQUES PERISSABLES.”

##### 135.43 **Shipping Descriptions**

The appropriate shipping description must be marked on each package, e.g., for infectious substances affecting humans, “CONTAINS (NAME OF SUBSTANCE), UN2814,” or for infectious substances affecting animals, “CONTAINS (NAME OF SUBSTANCE), UN2900.”

##### 135.44 **Shipper's Declaration**

Registered airmail letter-post items that contain infectious biological substances (i.e., etiologic agents) must be accompanied by a shipper's declaration for dangerous goods. That shipping paper must be placed in an adhesive backed plastic envelope or other document carrier that is affixed to the exterior of the mailpiece. A shipper's declaration for dangerous goods is

*not* required when the contents are limited to *noninfectious* biological substances. See Postal Service Publication 52, *Hazardous, Restricted, and Perishable Mail*, sections 326 and 622.2f.

### 135.5 Handling and Dispatch

#### 135.51 Biological Substances

Letter-post items that contain perishable biological substances must be given careful yet expeditious handling from receipt through dispatch.

#### 135.52 Infectious Substances

Shipments containing infectious substances must be segregated from other types of mail matter (i.e., placed in separate sacks). PS Tag 44, *Sack Contents Warning*, must be attached to the outside of sacks to identify the hazardous nature of the contents. PS Tag 44 is for internal use only, and must be removed from mail sacks, and the hazardous materials tendered to air carriers as outside pieces.

### 135.6 Radioactive Materials

Shipments containing radioactive materials are acceptable in the international mail subject to the provisions of DMM 601 (Publication 52, *Acceptance of Hazardous, Restricted, or Perishable Matter*), and under the following conditions:

- a. Shipments may be sent only in registered letter-post mailpieces.
- b. Shipments may be sent only to those countries that have expressed a willingness to accept radioactive materials. See “Prohibitions and Restrictions” in the Individual Country Listings.
- c. Shipments must comply with the International Atomic Energy Agency rules and regulations.
- d. Senders and recipients of radioactive materials must receive prior authorization from the appropriate regulatory authorities within their countries.
- e. A white package label bearing the French words “Matieres Radioactives” (Radioactive Materials) must be applied to the address side of each package containing radioactive materials. Senders are responsible for supplying and affixing this label to the package.
- f. The package must also bear the following endorsements in bold letters: “RETURN TO SENDER IN CASE OF NONDELIVERY” and “RADIOACTIVE MATERIALS, QUANTITIES PERMITTED FOR MOVEMENT BY POST.”

### 136 Nonmailable Dangerous Goods

The following dangerous goods (hazardous materials, as defined in DMM 601) are prohibited in the international mail:

- a. Explosives or explosive devices.

- b. Flammable materials.
  - (1) Pyrophoric, flammable, or combustible liquids with a closed cup flash point below 200°F.
  - (2) Flammable solids, including matches.
- c. Oxidizers.
- d. Corrosives, liquid or solid.
- e. Compressed gases.
  - (1) Flammable.
  - (2) Nonflammable with an absolute pressure exceeding 40 psi at 70°F or 104 psi at 130°F.
- f. Poisons, irritants, controlled substances, and drug paraphernalia.
- g. Magnetized material with a magnetic field strength of .002 gauss or more at a distance of 7 feet.
- h. Dry ice (carbon dioxide solid).

### 137 Other Restricted Materials

Some items are prohibited in the international mail (see DMM 601), except as specified in the Individual Country Listings. This includes intoxicating liquor, matter emitting obnoxious odor (liquids and powders), motor vehicle master keys, battery-powered devices, odd-shaped items in envelopes, and abortive and contraceptive devices.

### 138 Firearms, Knives, and Sharp Instruments

Some items (see DMM 601) may be mailed to certain countries under the conditions specified in the Individual Country Listings. See 540 for U.S. Department of State licensing requirements applicable to the international mailing of arms or implements of war, component parts, and related technical data.

### 139 Perishable Matter

#### 139.1 Animals

All live or dead animals are nonmailable, except the following:

- a. Live bees, leeches, silkworms, and flies of the family Drosophilidae (see DMM 601.9.3.9).
- b. Dead insects or reptiles, when thoroughly dried.
- c. Parasites and predators of injurious insects, if the following conditions are met:
  - (1) They are admissible in the domestic mail.
  - (2) They are useful in controlling harmful insects.
  - (3) They are exchanged by officially recognized scientific or health agencies.

- (4) They are sent in letter packages or small packets.
- (5) Mailable animals must be in containers conforming to the requirements in the DMM.

## 139.2 **Plants**

### 139.21 **General Restrictions**

Plants, seeds, and plant materials, including fruits and vegetables, are subject to the provisions of DMM 601; Publication 14, *Prohibitions and Restrictions on Mailing Animals, Plants, and Related Products*; and the quarantine regulations of the country of destination. Customers can obtain information from the U.S. Department of Agriculture (USDA) Animal and Plant Health Inspection Service (APHIS) Plant Protection and Quarantine (PPQ) Programs at:

USDA APHIS PPQ  
4700 RIVER RD  
RIVERDALE MD 20737-1228

### 139.22 **Tobacco Seeds and Tobacco Plants**

It is unlawful to export any tobacco seed or live tobacco plants without a written permit granted by the U.S. Secretary of Agriculture. See 560 for procedures and processing requirements.

## 139.3 **Eggs**

### 139.31 **Restrictions**

Eggs may be sent only by parcel post. See 550 for nonpostal regulations on dried whole eggs.

### 139.32 **Packaging**

Eggs must be packaged in the following manner:

- a. Eggs mailed to any country except Canada must be placed in a metal egg container. Each egg must be packed in cushioning material. The metal egg container must be enclosed in an outer container of wood with cushioning packed between the two containers.
- b. Eggs mailed to Canada may be packed either as prescribed in 139.32a or in a box of rigid material with a tight-fitting lid. Each egg must be wrapped in protective material and placed on end. Vacant spaces in the box must be filled with packing material to prevent the eggs from striking each other or the box.

## 139.4 **Food and Other Perishable Articles**

Fruits, vegetables, fresh meats, and other articles that easily decompose or that cannot reasonably be expected to reach their destination without spoiling are nonmailable.

## 140 International Mail Categories

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### 141 Definitions

#### 141.1 General

There are five principal categories of international mail that are primarily differentiated from one another by speed of service. They are Global Express Guaranteed<sup>®</sup> (GXG<sup>™</sup>) service, Global Express Mail<sup>™</sup> (EMS<sup>®</sup>) service, Global Priority Mail<sup>®</sup> (GPM) service, airmail service, and economy mail service.

#### 141.2 Global Express Guaranteed

Global Express Guaranteed is the U.S. Postal Service's premium international mail service. Global Express Guaranteed is an expedited delivery service that is the product of a business alliance between the U.S. Postal Service and FedEx Corporation. It provides reliable, high-speed, time-definite service from designated U.S. ZIP Code<sup>™</sup> areas to locations in most destination countries. Global Express Guaranteed is assured to meet destination-specific delivery standards or the postage will be refunded. If a shipment is lost or damaged, liability for lost or damaged merchandise or for document reconstruction is limited to a maximum of \$100 or the amount of additional optional insurance purchased. The maximum weight limit for this service is 70 pounds, but some countries have a lower maximum weight limit. Countries with reduced weight limits are specified in the Individual Country Listings and in Publication 141, *Global Express Guaranteed Service Guide*.

#### 141.3 Global Express Mail

The next level of service, in terms of speed and value-added features, is Global Express Mail (EMS). EMS is an expedited mail service that can be used to send documents and merchandise to most of the country locations that are individually listed in this publication. EMS insurance coverage against loss, damage, or rifling, up to a maximum of \$100, is provided at no additional charge. Additional merchandise insurance coverage up to \$5,000 may be purchased at the sender's option. However, document reconstruction insurance coverage is limited to a maximum of \$100 per shipment. Return receipt service is available, at no additional charge, for EMS shipments that are sent to a limited number of countries. See 221.4. Country specific maximum weight limits range from 22 pounds to 70 pounds. See the Individual Country Listings. Although EMS shipments are supposed to receive the most expeditious handling available in the destination country, they are not subject to a postage refund guarantee if a delivery delay occurs.

#### 141.4 Global Priority Mail

Global Priority Mail is an accelerated airmail service that provides customers with a reliable and economical means of sending correspondence, documents, printed matter, and light-weight merchandise items to the foreign destinations that are listed in 231.4. GPM items receive priority handling within the U.S. Postal Service and the postal administration of the country of



destination. Senders can pay flat-rate postage by placing their contents into a standardized GPM envelope; or they can elect to pay variable weight postage by affixing a GPM sticker to a tyvek envelope, box, or other customer-furnished packaging. The maximum weight limit for GPM items is 4 pounds. Special services, such as registry, return receipt, recorded delivery, and insurance, are *not* available in combination with GPM service.

#### 141.5 **Airmail**

Subject to the following definitions, airmail service may be used to send both letter-post items and parcel post packages to most foreign countries. Letter-post is a generic term for mailpieces of differing shapes, sizes, and contents, which weigh four pounds or less, that are subject to the provisions of the Universal Postal Union Convention. Letter-post items may contain any mailable matter that is not prohibited by the destination country. At the sender's option, special services, such as registry, return receipt, and recorded delivery, may be added on a country-specific basis.

**Note:** The letter-post classification encompasses all of the classes of international mail (i.e., letters and letter packages, post and postal cards, aerogrammes, printed matter, and small packets) that were formerly categorized as LC (letters and cards) and AO (other articles) respectively.

Parcel post, which is otherwise referred to as CP mail, is differentiated from letter-post because it is governed by the provisions of the UPU Postal Parcels Agreement. That classification is primarily designed to accommodate larger and heavier shipments, whose size and/or weight transcend the established limitations for letter-post items. It also affords senders the opportunity to obtain optional mailing services, such as insurance coverage and return receipt, which would otherwise be unavailable.

#### 141.6 **Economy Mail**

Mailpieces that are classified as letter-post or parcel post can also be entered as economy mail. Under that classification, they are subject to the same regulatory requirements and conditions of mailing as the airmail items. The substantive differences between the two levels of service primarily relate to mode of transportation (air or surface), speed of service, and price.

### 142 **Envelope and Card Specifications**

#### 142.1 **Color**

Light-colored envelopes and cards that do not interfere with the reading of the address and postmark must be used. Do not use brilliant colors.

#### 142.2 **Quality**

Envelopes and cards must be constructed of paper strong enough to withstand normal handling. Highly glazed paper or paper with an overall design is not satisfactory.

**142.3 Shape**

Rectangular.

**142.4 Minimum Size**

- a. Length: 5-1/2 inches.
- b. Height: 3-1/2 inches.

**142.5 Window Envelopes**

Window envelopes must be used under the following conditions:

- a. The address window must be parallel with the length of the envelope.
- b. The address window must be in the lower portion of the address side.
- c. Nothing but the name, address, and any key number used by the mailer may appear through the address window.
- d. The return address should appear in the upper-left corner. If there is no return address and the delivery address does not show through the window, the piece will be handled as undeliverable mail.
- e. The address disclosed through the window must be on white paper or paper of a very light color.
- f. When used for registered mail, window envelopes must conform with the conditions in DMM 503.
- g. Open panel envelopes, i.e., those in which the panel is not covered with a transparent material, are *not* acceptable in international mail.

**142.6 Bordered Envelopes and Cards**

Envelopes and cards that have green-colored bars or red- and blue-stripped borders may be used for the sending of airmail letter-post items.

**143 Official Mail****143.1 Mailings by Federal Agencies**

Official mail (sent by federal agencies and departments listed in Postal Service Handbook DM-103, *Official Mail*) that bears the indicia prescribed in DMM 703 may be sent to foreign destinations. Such items are subject to the postage payment requirements, weight and size limits, customs form requirements, and general conditions for mailing that otherwise apply to the class and category of the international mail being sent.

**143.2 Postal Service Mailings**

International mailpieces that are sent by or on behalf of the U.S. Postal Service must bear the prescribed G-10 permit indicia. Postal Service official mail is subject to a 66-pound weight limit *except for* Global Express Mail destined for countries that have a higher limit and Global Express Guaranteed shipments going to authorized destination countries that have a 70-pound weight limit.

### 143.3 **Mail of a Former President and Surviving Spouse of a Former President**

All nonpolitical mail of former United States Presidents, and of the surviving spouse of a former President, must be accepted without prepayment of postage if it bears the written signature of the sender, or a facsimile signature and the words "POSTAGE AND FEES PAID" in the upper-right corner of the address side.

### 143.4 **General Secretariat of the Organization of American States (OAS)**

- a. Ordinary (unregistered) economy mail and airmail letter-post items bearing the return address of the OAS General Secretariat and weighing not more than 4 pounds are accepted without postage when addressed to the OAS member countries listed in 143.4c.
- b. Airmail service for items other than letter-post items and other special services may *not* be provided for OAS General Secretariat official mail without the prepayment of air postage or the fee for the special service requested.
- c. The following countries are members of the Organization of American States (OAS):

Antigua and Barbuda	Dominican Republic	Paraguay
Argentina	Ecuador	Peru
Bahamas	El Salvador	St. Christopher and Nevis
Barbados	Grenada	St. Lucia
Bolivia	Guatemala	St. Vincent and the Grenadines
Brazil	Haiti	Suriname
Canada	Honduras	Trinidad and Tobago
Chile	Jamaica	United States
Colombia	Mexico	Uruguay
Costa Rica	Nicaragua	Venezuela
Dominica	Panama	

### 143.5 **Pan American Sanitary Bureau Mail**

- a. Ordinary (unregistered) economy mail and all letter-post items bearing the return address of the bureau and weighing not more than 4 pounds is accepted without postage affixed when addressed to an OAS member country listed in 143.4c or to Cuba.
- b. Airmail service for items other than letter-post items and other special services may not be provided for bureau official mail without prepayment of air postage or of the fee for the special service requested.

## 150 Postage

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### 151 Postage Rates

See Individual Country Listings.

### 152 Payment Methods

#### 152.1 Prepayment

Each item must be fully prepaid to ensure prompt dispatch and to avoid assessment of charges against the addressee. For the treatment of shortpaid and unpaid mail, see 420.

#### 152.2 Stamps

- a. Postage and fees for special services (see chapter 3) may be paid by means of U.S. postage stamps, postage meter stamps, or postage validation imprinter (PVI) labels. PVIs are acceptable for all international mail transactions.
- b. Mailer precanceled stamps may be used with international mail under the same conditions as are applicable to domestic mail. See DMM 604.
- c. Airmail stamps may not be used on economy items.
- d. Nondenominated postage stamps (except for those that bear uniquely domestic markings, such as First-Class Presort, Bulk Rate, Presorted Standard, or Nonprofit Organization) may be affixed to postal items that are sent to foreign countries. The value of such stamps is linked to either a current or a former domestic rate (e.g., the “H” stamp has a postage value of \$0.33). Since the international postage rates are always higher than the comparable domestic postage rates, mailers who affix a single nondenominated postage stamp to their outbound mailpieces must add additional postage to comply with the international rate schedule. **Note:** The nondenominated *Breast Cancer Research* semipostal stamp, which has a postage value that is equivalent to the domestic rate for a 1-ounce letter, may be used for international mailing purposes.

**Note:** See DMM 604 for stamps not valid as postage.

#### 152.3 Permit Imprint

##### 152.31 Conditions of Use

Postage may be paid by permit imprints, subject to the general conditions stated in DMM 124, 604, and 705. Postage charges are computed on PS Form 3651-LP, *Postage Statement — International Letter-post Permit Imprint*; PS Form 3651-PP, *Postage Statement — International Parcel Post — Permit Imprint*; or other postage statement as required. This postage payment method may be used for postage and special service fees for Global Priority Mail, letter-post, and Parcel Post.

**152.32 Usage Criteria**

To use a permit imprint for international mailing purposes, a mailer must enter a minimum of 200 pieces or 50 pounds of mail matter that is identical in size and weight and addressed to recipients in foreign countries. All of the mailpieces bearing a permit imprint do *not* have to be addressed to the same destination country. See 292.13 and 293.2 for the minimum quantity requirements that govern the entry of International Priority Airmail (IPA) items and International Surface Air Lift (ISAL) items, respectively.

**Note:** The 200-piece or 50-pound minimum requirement does not apply to M-Bags.

**152.33 Required Format**

Each mailpiece sent under this payment method must bear a permit imprint indicia showing that postage is paid. Permit imprint indicia for international mail must be prepared in one of the formats shown in [Exhibit 152.3](#). No variations or additions, such as Bulk Rate, Media Mail, Presorted Standard, Enhanced Carrier Route Sort, Automation Rate, Nonprofit Organization, or Bound Printed Matter, are allowed.

## Exhibit 152.3

## Indicia Formats

**LETTER-POST MAIL** (Includes IPA and ISAL, Books and Sheet Music, and M-Bags)

	FIRST-CLASS MAIL
	U.S. POSTAGE
	1 OZ.
	PERMIT NO. 1



	FIRST-CLASS MAIL
	U.S. POSTAGE
	PAID
	PERMIT NO. 1

LETTER-POST

U.S. POSTAGE PAID NEW YORK, NY PERMIT NO. 1
--

LETTER-POST MAIL U.S. POSTAGE PAID NEW YORK, NY PERMIT NO. 1
---

FIRST-CLASS MAIL U.S. POSTAGE PAID MAILED FROM ZIP CODE 10001 PERMIT NO. 1
--

INTL SURFACE AIR LIFT U.S. POSTAGE PAID WASHINGTON DC PERMIT NO. 1
---

INTL PRIORITY AIRMAIL U.S. POSTAGE PAID WASHINGTON DC PERMIT NO. 1
---

U.S. POSTAGE PAID JOHN DOE COMPANY  BOOKS
--

BOOKS

U.S. POSTAGE PAID NEW YORK, NY PERMIT NO. 1
--

INTL BOOK U.S. POSTAGE PAID NEW YORK, NY PERMIT NO. 1
--

**OFFICIAL  
MAIL**

FIRST-CLASS MAIL POSTAGE & FEES PAID AGENCY NAME PERMIT NO. G-999
--

POSTAGE & FEES PAID AGENCY NAME PERMIT NO. G-999
--

**GLOBAL  
PRIORITY  
MAIL (GPM)**

GLOBAL PRIORITY MAIL U.S. POSTAGE PAID WASHINGTON DC PERMIT NO. 1
--

**PARCEL  
POST**

U.S. POSTAGE PAID NEW YORK, NY PERMIT 1
---

INTL ECONOMY PARCEL POST U.S. POSTAGE PAID NEW YORK, NY PERMIT NO. 1
---

INTL AIRMAIL PARCEL POST U.S. POSTAGE PAID NEW YORK, NY PERMIT NO. 1
---

**Note:** These are examples; not all possible variations are shown. When not in indicia, class or rate must be marked on the mailpiece.

**152.4 Publishers' Periodicals**

Postage on publishers' periodicals (Periodicals Mail) mailed by publishers or registered news agents who are domestic Periodicals Mail permit holders may be paid as provided in 294.26 and 294.27.

**153 Placement of Postage**

- a. Postage stamps and postage-paid impressions must be applied to the address side of mail in the upper-right corner. The postage meter stamp, postage validation imprinter (PVI) label, or permit may be affixed directly on the mailpiece or on the wrapper when plastic wrap is used.
- b. Nonpostage stamps, labels resembling postage stamps, or impressions resembling postage-paid impressions must *not* be placed on the address side of international mailpieces.

**154 Rемаiled Items**

New postage is required when mailpieces are reentered after having been returned to the sender by a foreign postal administration.

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